

## BeautifySJ Cycle 3

### 2019-2020 Post-Workshop Q & A

#### WEBGRANTS

If you are experiencing difficulties with your WebGrants login information or require technical assistance, please contact Molly Vasquez at [molly.vasquez@sanjoseca.gov](mailto:molly.vasquez@sanjoseca.gov).

#### **Q1. How do I attach bylaws or meeting minutes to our application?**

**A1.** The attachment option was missing from the WebGrants funding opportunity when the application was originally released. This error has now been fixed. Please see the 'How to Attach Bylaws or Meeting Minutes to Application' document in the WebGrants addendum section of the funding opportunity for step by step instructions.

#### **Q2. Does WebGrants save every section?**

**A2.** WebGrants will not automatically save your work. There is a save option in every section that applicants must select manually in order to save their work. Remember to frequently save your work.

#### **Q3. I have not received any login information for my account yet and was wondering if I should have received it by now.**

**A3.** The average time for WebGrants registration to be complete is three (3) business days. If you have not received your login information, please contact Molly Vasquez at [molly.vasquez@sanjoseca.gov](mailto:molly.vasquez@sanjoseca.gov).

#### APPLICATION PROCESS

#### **Q4. Is there a deadline for match funding?**

**A4.** Yes. The deadline to submit match funding for proposed projects is Tuesday, August 13, 2019, at 4:00pm. Match funding must be provided in the budget form of the application.

If an association, emerging group, or community group is awarded, the deadline to utilize match funding is September 30, 2020. Match funding must be **at least 50% of the entire grant funded**. Should you not have at least 50% match at the time of the final report you will have to return all or a portion of the grant funds.

#### **Q5. Is there a limit to the number of projects in applications?**

**A5.** There is no limit to the number of projects that may be proposed by each eligible group. The BeautifySJ Grant Program will only accept one application per eligible group.

#### **Q6. If we (community group) suggest multiple projects, can we request up to \$1,500 for each separate project?**

**A6.** No. Community Groups are eligible for a total of \$1,500 for the entire grant cycle. You may submit

multiple projects but the total award cannot exceed \$1,500. Neighborhood Associations, Emerging Neighborhood Groups, and Property Owner/Tenant Associations may also submit multiple projects for one proposal, but the award cannot exceed \$5,000 for these groups.

**Q7. I've begun working on the application and I wanted to be certain I am starting off correctly. Is the MOU template what I should be filling out?**

**A7.** No. The Memorandum of Understanding (MOU) will only need to be completed if your association, emerging group, or community group is awarded funding. A copy of the MOU template is provided in the attachments section of WebGrants for applicants to read and understand the requirements of the program if they are awarded funding.

Once the award announcements are made, Grantees will be contacted by the Fiscal Agent, Ken Podgorsek, of United Neighborhoods of Santa Clara County (UNSCC) with more details regarding creating an MOU.

**Q8. How is the "Project Description" in the "Source of Funds Statement" application form different than the "Project Overview" in the "Narrative 19-20" form?**

**A8.** The "Project Overview" narrative question of the application is where you will provide all of the details of each project being proposed, including: description, category, and location of each proposed project. The "Project Description" is meant for the applicant to provide a brief summary of the proposed project(s).

**Q9. Can I update our association's name to our new name?**

**A9.** No. Changing the association's name will affect your organization's history in WebGrants. Thus, if your group is going through the process of changing the association name, a new association will have to be created in WebGrants. If you need assistance creating a new association in WebGrants, please contact Molly Vasquez at [molly.vasquez@sanjoseca.gov](mailto:molly.vasquez@sanjoseca.gov).

**GENERAL INFORMATION REQUIREMENTS**

**Q10. What is new/different this year compared to previous years?**

**A10.** The "ineligible entity list" was edited and includes the following entities that are ineligible for BeautifySJ Cycle 3 funding: government agencies, private for-profit businesses associations, neighborhood business districts, corporations, and applicants who are currently out of compliance for BeautifySJ Cycles 1 or 2.

BeautifySJ Cycle 3 will also include emerging and community groups (described in Part 1, Section 2 (page 4) of the General and Information and Requirements document.

**Q11. Facility use fees - Does the \$400 apply to the year in total or is it per event?**

**A11.** There is a maximum allowable fee of \$400 per event for facility use fees for grant sponsored projects and/or activities.

**Q12a.** Page 11 of the "BeautifySJ Grant Program Cycle 3, 2019-2020 General Information and Requirements", handed out in the Pre-Proposal Workshop, states that "permanent equipment" is an ineligible expense. Would that also include a generator, canopy, chairs, tables, and string lights that could be used for National Night Out events?

**A12a.** Yes. All permanent equipment purchases described are ineligible expenses. The rental of this equipment would be an eligible expense.

**Q12b.** What about a banner advertising our Neighborhood Association (NA) that could also be used to advertise our meetings?

**A12b.** The purchase of a banner to promote or identify a Neighborhood Association during projects and/or activities is an eligible expense.

### **GRANT TERMS**

**Q13.** When will the check come?

**A13.** Checks to awarded groups will be processed approximately 4-6 weeks after the execution of the Memorandum of Understanding.

**Q14.** Can we use funds at any time during the entire calendar year?

**A14.** No. Grant funds can only be used during the service period of the Memorandum of Understanding which is October 1, 2019 to September 30, 2020. All unused funds must be returned to the fiscal agent.

### **MATCH FUNDING**

**Q15.** Would donations from Second Harvest Food Bank qualify as matching funds?

**A15.** Yes.

**Q16.** Could volunteer time spent passing out association flyers be considered as matching contributions?

**A16.** Yes. You may use the time of the volunteers to distribute the flyers as part of your match funding.

### **EXPENSE ELIGIBILITY**

**Q17.** Can I pay someone to create a website for our organization?

**A17.** No. This is an ineligible expense.

**Q18.** Can we use the grant for refreshments for recruitment meetings?

**A18.** Yes. Purchasing takeout food is eligible, but limited to \$15 per person for Neighborhood Associations, Emerging Neighborhood Groups, and Property Owner/Tenant Associations. Dining in at a restaurant is not an eligible expense of BeautifySJ grant funds. Community Partner Groups may not use grant funds for any food items or refreshments.

**Q19.** We have been trying to set up a Security Camera System to make the residents more comfortable in their homes. Will this type of project qualify for the BeautifySJ Grant?

**A19.** Cameras and installation are not eligible expenses. Please see the "Ineligible Expenses" section outlined in Part II, Section 5, number 3 (page 11) of the General Information and Requirements document.

**Q20. Is there a cap on the cost for T-shirts?**

**A20.** Yes. The limit is \$15 per shirt, and is restricted to giving to volunteers for grant sponsored events only.

**Q21. What type of cost would the printing fee for neighborhood association flyers be considered?**

**A21.** Printing fees for flyers are considered an operating cost as long as the flyer is for a grant sponsored event.

### **SCOPE OF WORK**

**Q22. Can our group apply for National Night Out monies this grant year/time that would be spent in 2020?**

**A22.** Yes. Eligible groups may apply for National Night Out events that will take place in August 2020. All funded projects and/or events must be conducted during the service period of the Memorandum of Understanding, which is October 1, 2019 – September 30, 2020.

### **MISCELLANEOUS**

**Q23. How do we determine the number of people in a neighborhood?**

**A23.** To determine the number of people in a neighborhood, identify the estimated number of households in your neighborhood and multiply by three (3). This will give you a number that is consistent with most estimates of average people per household.

**Q24. Once I identify a utility box we want to beautify, how do we get written permission? Who do we contact?**

**A24.** The BeautifySJ Grant program recommends utilizing Two Fish Designs to complete utility box mural projects. Please see the 'Two Fish Design Partnership' document in the WebGrants attachment section of the funding opportunity for further information. Applicants will need to contact the the Department of Transportation at (408) 535-3850 to approve a mural on a City of San José utility box.

**Q25. Do you give partial grants?**

**A25.** BeautifySJ may award partial grants. Grant awards will be determined based on proposed projects and available funding. In the application budget form, please select the priority of each activity. High priority activities will be considered first if partial funding is awarded.

**Q26. What if your community building event is also a fundraiser?**

**A26.** BeautifySJ funded projects and events must be free for all. The requirement of payment to attend the event makes the event ineligible. The solicitation of voluntary contributions at an event is acceptable as long as they are not required.

**Q27. Can the proposal include work done on Caltrans property with their involvement/permission? What about permission for sidewalks?**

**A27.** Caltrans is a department of the State of California and therefore a Public Agency and, as with all Beautification Projects on Public Property, written permission from the agency is required prior to execution of the Memorandum of Understanding. For side walk permission, you will need to contact the Department of Transportation for more information. If you need assistance when attaining permission to implement projects on public property, please contact Molly Vasquez at [molly.vasquez@sanjoseca.gov](mailto:molly.vasquez@sanjoseca.gov)

**Q28. We have been thinking about a project to paint the fence in the Discovery Dog Park for the Beautify SJ3 grant. Does the project need to go through 2Fish, like the Utility Art Boxes?**

**A28.** No. Two Fish Design partnership is specific to utility boxes and does not apply to other mural beautification projects. However, other mural projects on City of San José property must be reviewed and approved by the City of San José Public Art Committee. For more information on how to create a mural for the City of San José, please contact the Public Art Committee at (408) 793-4344 or visit their website at the following link: <http://www.sanjoseca.gov/index.aspx?NID=4221>. You can also review the 'Mural Design Guidelines' document in the WebGrants addendum section of the funding opportunity.

Beautification Projects on public property will also need to have written permission from the agency prior to execution of the Memorandum of Understanding. If you need assistance when attaining permission to implement projects on public property, please contact Molly Vasquez at [molly.vasquez@sanjoseca.gov](mailto:molly.vasquez@sanjoseca.gov).

**Q29. Can we pay a stipend to the artist, or is the grant funding only for supplies?**

**A29.** Stipend to an artist for a beautification project is an allowable expense. The artist must be willing to enter into an agreement with the City of San José that waives his or her rights under the VARA Act (Visual Artists Rights Act).

**Q30. Can a dumpster cleanup project be considered public space if the dumpster provided is placed in the parking lot of a church?**

**A30.** Dumpsters placed in a church parking lot are eligible for funding as long as the clean up event is open to all residents, and the church has provided written permission for the use of the space.

**Q31. How can we view past grant applications for other grantees?**

**A31.** Grant applications submitted from past BeautifySJ Funding Opportunities are available to the public. Please contact Molly [Vasquez@molly.vasquez@sanjoseca.gov](mailto:Vasquez@molly.vasquez@sanjoseca.gov) to request the documents. In the request, please indicate the funding cycle and association name on application.

***If you did not see a response to a question that was asked or submitted during the Pre-Proposal Workshop or submitted via email, please contact Molly Vasquez via email at [molly.vasquez@sanjoseca.gov](mailto:molly.vasquez@sanjoseca.gov).***